

VACANCY ANNOUNCEMENT
Area IV Support Activity, Pusan

Pusan Sub-Office, Area IV CPAC, CPOC, KRO, Pusan, Korea

APO AP 96259-5181

AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT NO. P-16-03(NAF)

18 November 2003

POSITION: Lead Child and Youth Program Assistant, CC-1702-02 (RFT)

SALARY: \$10.04 - \$14.60 Per Hour

NOTE: Salary is subject to negotiation during selection process.

LOCATION: Youth Services, MWR-Camp Hialeah, Area IV Support Activity, Pusan, APO AP 96259-5181

AREA OF CONSIDERATION: Korea Wide, all U.S. Citizens. Applications will be accepted from all locally available U.S. citizens but appointment to position can be made only to U.S. applicants who are not ordinarily resident in the Republic of Korea.

All local applicants must submit a Local Applicants Questionnaire obtained through your local CPAC

OPENING DATE: 18 November 2003

CLOSING DATE: 2 December 2003

MAJOR DUTIES: Serves as a team leader for program staff with responsibility for the assigned operation of a CYS activity and program IAW applicable CYS regulations. Maintains control of and accounts for whereabouts and safety of children and youth. Oversees arrival/departure of children/youth. Supervises children and youth during daily schedule of indoor and outdoor activities, on field trips, outings and special events. Works in ratio with children and youth. Encourages participants interest and establishes a program setting that promotes positive child and youth interactions with other children, youth, and adults. Monitors staff/child or youth ratios to ensure adequate staffing. Plans, coordinates and activities for program participants based on observed needs of individual children/youth. Prepares and implements program options for children and youth with special requirements. Works with trainer and supervisor to implement activities and special events that meet the physical, social, emotional and cognitive needs of children and youth. Works with team members to prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedule. Assists children and youth with special projects, homework and life skills. Interacts with children and youth using approved child guidance and youth development techniques. Interacts professionally with staff members, parents, and the Command. Participates in conferences with parents, program staff, and school representatives. Briefs other employees and parents. Notes special instructions provided by parents. Ensures children and youth depart with authorized person according to written parental instruction. Provides opportunities for parent involvement. Instructs team members in specific tasks and job techniques; makes available written instructions, reference materials, and supplies. Explains program guidance, procedures, policies and directives to team members. Resolves problems and conflict situations or obtains information and guidance from the supervisor. Demonstrates proper work methods and provides work-related guidance to subordinates. Models appropriate behaviors and techniques for working with children/youth. Conducts on-the-job training and instruction to team members. Ensures team members follow safety, fire, fitness, health and nutrition procedures and informs supervisor of compliance concerns. Provides input to the supervisor as requested concerning promotions, reassignments, performance appraisals, incentive awards, etc. Arranges for/ serves appropriate snacks/meals where applicable. Observes program participants for signs that may indicate illness, abuse or neglect and reports as directed. Sets up displays and bulletin boards. Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies. Secures supplies, equipment, and facilities. Collects, maintains and reports program participation data. Provides care/supervision, oversight, and accountability for program participants in compliance with DoD, Army and local policies, guidelines and standards. Completes designated training requirements and records and tracks completed training on own Individual Development Plan (IDP). Acts as manager in non-routine/emergency situations for purposes of opening/closing of facility, when 15 or fewer children/youth are present.

CONDITIONS OF EMPLOYMENT: All required background checks of AR 215-3, chapter 2, paragraph 2-13i, must be successfully completed and maintained to include the initiation/completion of Child and Youth National Agency Check with inquiries (CNACI). Satisfactory completion of prescribed training (transition and/or annual) and demonstrated on the job competence is required.

QUALIFICATION REQUIREMENTS: Candidate must: Possess a high school diploma or GED certificate. Be able to communicate in English (both written and verbal). Be 18 years of age at the time of appointment. Possess and maintain the physical ability to lift and carry up to 40 pounds, walk, bend, and stoop and stand on a routine basis. Duties may involve working both indoors and outdoors. Possess and maintain health and freedom from communicable disease. Possess twenty-four (24) months experience working in a group program with children and/or youth. Possess and maintain one of the following: Child Development Associate (CDA), Army School Age Credential including Boys and Girls of America or Army Practicum. Or possess twelve (12) months experience working in a group program with children and/or youth. Possess AA degree with major emphasis in childcare. Or possess six (6) months experience working in a group program with children and/or youth. Possess BA/BS degree with a major emphasis on ECE, Elementary Education, Child Development, Home Economics, or Special Education.

ORDER OF CONSIDERATION:

- Priority I: Spouse Employment Preference
- Priority II Involuntary Separated Military (ISM)
- Priority III Family Member and Off Duty Military
- Priority IV Current and Former NAF Employees (CNE/FNE) and Current APF employees
- Priority V Outside Applicant Veterans (OAV)
- Priority VI Outside Applicants - Non Veterans (OANV)

HOW TO APPLY: (1) All applications must be submitted on DA Form 3433 with an original signature. SF-171 will not be accepted. (2) NAF priority consideration candidates must attach a copy of DA Form 3434 showing type of action and effective date of separation. Current and Former NAF employees must attach latest DA Form 3434 showing type of appointment/verifying probationary period served. (3) Current APF employees must attach a copy of SF 50 showing current appointment and verifying competitive status. (4) Military Spouses and Family Members claiming preference must attach copy of PCS orders to their application. (5) Former Active Duty Military must attach copy of DD Form 214. (6) Off Duty Military must attach to the application a letter from the Commander authorizing Off Duty Employment. (7) When education is a firm requirement for the position, copies of college transcripts must be submitted. (8) Must attach photocopy of passport showing current visa status. (9) All applicants must attach copy of Social Security Card (SSC).

FAILURE TO ADHERE TO THE ABOVE ITEMS RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.

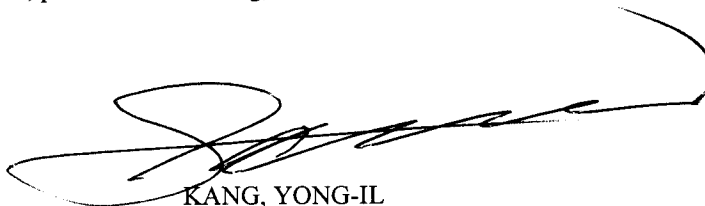
EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive consideration for vacancies without regard to age, race, lawful political or other affiliation, color, marital status, sex or national origin or for handicap which does not interfere with accomplishment of duties.

WHERE TO APPLY: Pusan Sub-Office, Area IV CPAC, CPOC, KORO, Area IV Support Activity, Pusan, APO AP 96259-5181, Camp Hialeah, Building #454.

The Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF civilian personnel unit. Requests for reasonable accommodation are made on a case-by-case basis.

WHISTLEBLOWER PROTECTION: Applicants for employment are protected from reprisal in making protected disclosures. Complaints may be referred to CPAC, Area IV, Taegu, Korea.

For further information regarding this announcement, please call Mr. Kang, 763-7544.



KANG, YONG-IL
Personnel Management Specialist